

FILED : *Records #3*

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CIA INTERNAL USE ONLY DIVISION

5/17/54
File

PROGRAM PROGRESS AND STATUS
1 MAY 1953 - 1 MAY 1954
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH
MANAGEMENT STAFF

I - PERSONNEL

1. GS-12, Records Analyst - Serves as Chief of Branch and senior analyst. Assumed present position 27 April 1953 at a GS-11 level. Was promoted to GS-12 22 November 1953. Devoted full time to the position of Branch Chief with the exception of 30 man days during which Basic Intelligence Course was attended, and approximately 25 man days expended on assigned projects beyond the sphere of Reports and Correspondence Management. (See paragraph 2, Section II.)
2. GS-9, Records Analyst - Serves as reports and correspondence analyst. Joined the Branch 1 November 1953 at a GS-7 level. Was promoted to GS-9 14 February 1954. Devoted full time to analyst duties.

II - COMPLETED PROJECTS

1. Reports and Correspondence Management Projects

- a. Developed Master Plans for Reports Management and Correspondence Management Programs.
- b. Evaluated seven employee suggestions.
- c. Established Letterex as an Agency standard stock item.
- d. Developed proposed regulation on reports and correspondence management.

2. Other Projects

- a. Developed "Records Management Program Guide."
- b. Served as forms analyst for five man days.
- c. Planned the office layout of the Records Management Division.
- d. Developed a proposed Records Management Program regulation.
- e. Completed miscellaneous assignments pertaining to the overall Records Management Program.

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III - PROJECTS IN PROGRESS

1. Office of the Comptroller Reports Management Program - Proposed program guide submitted for approval. Project approximately 15% complete.
2. Logistics Office Reports Management Program - Program discussed and concurred in.
3. Logistics Office Correspondence Management Program - Review of Division and Branch reading files and card indexing of areas for improvement approximately 20% complete.
4. Guides to Effective Writing - Research completed; 24 sections developed in draft form. This will be a continuing project; however, initial series is approximately 75% complete. Project was suspended 1 March 1954 pending decision on scope of the Correspondence Management Program.
5. Correspondence Handbook, - First draft completed and reviewed by all coordinating elements. Revisions of draft being effected. Project is 75% complete.
6. Area Program Status Report - Proposed questionnaire and memorandum for its submission to component chiefs concurred in by Chief, Records Management Division. Questionnaire submitted to Forms Management Branch for standardization.
7. Promotional Material -
 - a. Reports Management Prospectus - Illustrations and text completed in draft form. Draft undergoing review to test its effectiveness. Project is 80% complete.
 - b. Correspondence Management Prospectus - Draft of illustrations and text completed. Further action awaiting decision on program scope. Project is 75% complete.
 - c. Program Fliers - Completed pencil sketches of eight fliers on reports and correspondence management. This material will be printed and distributed on a planned basis as the programs are extended throughout the Agency.
8. Reports Management Handbook - This guide will be in two parts: A section on standard operating procedures, and one on analyzing reports. The first section is approximately 50% complete since a major part of the material to be covered is in the proposed guide developed for the

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Comptroller's Office. The section on analyzing reports is 10% complete. Case studies, using Agency reports as examples, will constitute the major part of this section. Collection of material must therefore await the establishment of two or three area programs.

9. Correspondence Management Handbook - Standard operating procedures and guides to analyzing correspondence are being included in this handbook. Project is 10% complete.

IV - PLANNED AND CONTINUING PROJECTS

1. Extend the Agency Reports and Correspondence Management Programs to all Headquarters, and field components.
2. Develop and maintain a central index and file of case folders on each recurring administrative or management report submitted from one Office, Staff, or Division to another, or submitted from field activities to Headquarters components.
3. Develop, maintain, and publish a correspondex covering the standard requests and reports submitted throughout Headquarters.
4. Develop and implement (in collaboration with OTR) a training program in Reports and Correspondence Management for Area Records Officers.
5. Collaborate with other Branch Chiefs in developing and maintaining a system for measuring, collecting, and reporting savings accruing from the Agency Records Management Program.
6. Provide a continuous variety of publicity releases to stimulate reports and correspondence management consciousness, publicize area program accomplishments, and exchange management ideas.


Chief, Reports & Correspondence
Management Branch

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